



# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#2010-71

CS-376  
REV(08/08)  
A090310

Description of Position	TITLE OF POSITION: <b>SENIOR E &amp; T INTERVIEWER (Part-Time)</b> CLASSIFICATION CODE: 02792300 (2 Positions)	
	SALARY RANGE: (320A) \$35,438 - \$39,643 <b>Pro-Rated</b> REFERENCE POSITION NO.: 1680-50101- # 4015, #	
	Labor & Training Income Support- UI Call Center APPLICATION PERIOD: 09/20/10 thru 09/24/10 <b>Until 4:00pm</b>	
	DEPARTMENT DIVISION/SECTION/UNIT <b>Grace Period Applies to Local 401 Employees Only: 09/27/10</b>	
	Assignment(s) / Comments Article 11.7 of Labor Agreement with RIESA L. 401 will guide interview and selection process.	
	Shift and Days: 21 hr.work week Monday-Friday 7am-7pm Job Location: 1511 Pontiac Ave., Cranston, RI	
	Restrictions/Limitations: <b>These are limited period positions contingent on the availability of Federal funding.</b>	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Rhode Island Employment Security Alliance, Local 401	
	There is * <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"><li>The title of the position for which you are applying</li><li>Title of your present position and date you entered it</li><li>Date you entered State service</li><li>Name of department where you are currently employed</li><li>Your business telephone number</li><li>Present Union Affiliations</li></ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <b>no civil service</b> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"><li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li><li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li></ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b> To process unemployment claims received by phone, paper, or internet. To obtain and record information pertaining to circumstances regarding separation from employment. To prepare and verify affidavits in lieu of wage reports. To detect overpayments. To respond to telephone inquiries regarding unemployment insurance. To authorize payment of benefits to eligible clients via a computer automated system. To conduct benefit rights interviews to inform clients of monetary credits, eligibility rights and responsibilities. To conduct eligibility review interviews to determine client's continuing eligibility. To image documents and to do related work as required. <b>SEE ATTACHED JOB SPECIFICATIONS</b>
		Minimum Education & Experience
	Where to Apply	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE:**

**SENIOR EMPLOYMENT  
AND  
TRAINING INTERVIEWER**

**Class Code: 02792300**

**Pay Grade: 20A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assess the employment possibilities and training needs of clients; to determine the level of employment and training services required for clients; to interview and refer individuals to appropriate employment and training programs; to conduct fact finding and other program-related interviews for unemployment insurance and temporary disability insurance; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision, referring problems and more difficult cases to supervisor; work is reviewed to ensure conformance to standards and procedures.

**SUPERVISION EXERCISED:** Usually none, but may direct the work of clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To contact employers to develop or modify existing job openings.

To provide clients with employment contacts; to advise clients on ways to prepare and present themselves on an interview.

To match job openings with clients' employment qualifications.

To conduct job search workshops in the field or office.

To conduct fact-finding interviews with clients to obtain and record information pertaining to circumstances of termination from employment; to confer with employers regarding such terminations.

To conduct eligibility review interviews to determine client's continuing eligibility.

To process combined wage claims and interstate claims under the Interstate Agreement.

To authorize payments by mail due individuals who have returned to work.

To prepare and verify affidavits in lieu of wage reports.

To detect, compute, collect or adjust overpayments.

To respond to telephone inquiries regarding unemployment insurance, temporary disability insurance and employment and training information.

To conduct field visits to employers to promote use of available employment and training services.

To process and examine initial and continued claims for unemployment and temporary disability insurance benefits.

To authorize payment of benefits to eligible clients via a computer automated system.

To conduct benefit rights interviews to inform clients of monetary credits, eligibility rights and responsibilities.

To compute and verify employment security and intrastate, federal, state, and veterans' claims; to audit records in cases where final payment has been authorized.

To assign Dictionary of Occupational Titles codes and classifications.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the Rhode Island Temporary Disability Insurance, Employment Security, and Job Training Partnership Acts; A working knowledge of occupations and occupational requirements; a working knowledge of employment conditions of various industries and businesses within the state; a familiarity with routine office methods; the ability to follow oral and written instructions; the ability to utilize a computer to access

information; the ability to conduct effective interviews with clients; the ability to gather pertinent information and determine client eligibility for benefits; the ability to apply laws, rules and regulations; the ability to make arithmetic computations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a junior college; and

Experience: Such as may have been gained through: employment in a capacity responsible for conducting interviews of a fact-finding or investigatory nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

Editorial Review: 3/15/03